



PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT SAFETY POLICY

POLICY NUMBER: 11	DATE: November 24, 2000
TITLE: CODE OF SAFE PRACTICES	APPROVED BY: Katherine Boxer Latipow

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11-1. REFERENCE

- (a) Title 8, California Code of Regulations, Chapter 4, Subchapter 4, Section 1509
- (b) Title 8, California Code of Regulations, Chapter 4, Subchapter 7, Section 3203

11-2. PURPOSE

To establish the Code of Safe Practices for employees of the Parks, Recreation and Community Services Department.

11-3. POLICY

- (a) Each division shall prepare a Code of Safe Practices applicable to the assignments of their employees. The Code of Safe Practices shall be posted in assembly areas and made available to employees and their representatives.
- (b) Each employee will read and comply with the provisions of this code as it applies to their specific activities.
- (c) The Code of Safe Practices shall be carried on each vehicle permanently assigned to the Department.

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11-4. NEW EMPLOYEE ORIENTATION

- (a) Each employee of the Department shall read the Code of Safe Practices for their Division before being allowed on the job.
- (b) Each employee who has read the Code of Safe Practices shall certify that it has been read in writing.
- (c) Each new employee of the Department shall be oriented on the general hazards of the workplace and the specific hazards of any task before being allowed to perform that task.